

Public Records Advisory Commission (PRAC)

Minutes of the April 16, 2018 Meeting

Alexandria City Hall, 301 King Street, Room 1102A

Present: Jackie Cohan (Archivist), LiMin Fields, Rich Brune, Monica St. Dennis, John Hocker, Barbie Keiser

Call to Order: The meeting was called to order at 7:30 PM

Appointment of Secretary: Rich Brune was appointed Secretary

Minutes: Minutes of the March 18, 2018 meeting were reviewed and approved.

Scanning Architectural Scanning.

Code enforcement has been pushing to have the City's architectural plans scanned. The head of the department wants us to spend several hours a week on this project. The intern is very busy and unable to do this. There is not enough staff available.

It was suggested that they can get some help from the Library interns. Jackie will send out a memo describing the work required

Note: The machine that they use needs to be upgraded/reconfigured to be compatible with the new computer system software.

The Director also wants the architectural plans destroyed 3 years after a certificate of occupancy has been issued (current state rules). This plan conflicts with other retention guidelines. The life of the building or its Historical value are examples of current retention guidelines. With Gretchen's support these records will not be destroyed.

Historic Alexandria Resources Commission (HARC) Meeting:

Monica attended the HARC meeting they discussed the following:

1. Freedom House Museum.
2. The Christ Church Memorial Plaques placement (TBD).
3. The interim park at 0 Cameron St. (Formally Fitzgerald Park).
4. Encroachment issues on Lee St.
5. The Lynching Museum in Alabama sponsored by the "Equal Justice Initiative" group.

6. Ramsey Homes.
7. The Harry Knights Bridge replacement.
8. Planning & support committee is trying to get all the "Friends Of" groups together for a meeting.
9. MAY is Preservation month
10. WWI presentation.
11. Waterfront Park update.
12. The (2) Indigo-class ships that have been unearthed
13. The National Trust and OHA.
14. The combined sewer systems.

Action Items:

1. Courthouse records from General Services must be sorted to remove any duplicates, then cataloged.
2. The Bar Code Scanner has not arrived.
3. The old server needs to be retired.
4. The wording on the Public needs to be reviewed/revise. We want people to know we are available to them. Not all items require FOIA request.
5. There has been a large increase in FOIA requests in addition to a greater workload there is a need for at least one additional intern.

Public Interest.

Ms. Julie Coley attended our meeting. She was seeking information about the amount of money that the city budget is for the Farmers Market.

Jackie provided her with the website to the city budgets and instructed her on how to send a FOIA request to her attention.

Adjournment: The meeting was adjourned at 8:06 PM

Respectfully submitted,

Rich Brune, Secretary